

ODP-0-1402  
22 OCT 1980

MEMORANDUM FOR: Director of Personnel Policy, Planning,  
and Management

FROM : Bruce T. Johnson  
Director of Data Processing

SUBJECT : Proposed OPM-Clarification of Vacancy  
Notice Policies and Procedures

1. In reviewing the proposed OPM on Vacancy Notice Policies and Procedures, the Office of Data Processing has considerable difficulty in concurring with the definition of a qualified candidate as identified in paragraph 2 of the Proposal. Since our grade structure does not generally provide for positions at the even grades below the GS-12 level, our normal internal selection procedure to fill our requirements has been to identify employees at two grade levels below the grade level of the position to be filled. This procedure also conforms to general Agency vacancy notice system which allows for applicants to apply for vacancies two grades higher than their personal grade. Therefore, it is recommended that paragraph 2 be changed to read "a qualified candidate is defined as an employee possessing the required qualifications whose personal grade is within two grades of the vacancy."

2. Additionally, the statement in paragraph 2 "the availability of a qualified candidate does not preclude the career sub-group from circulating a vacancy notice, provided it is done on an Agency-wide basis" gives us some difficulty. General office policy in ODP is to circulate an internal vacancy notice to identify those individuals who are interested in being considered for the available vacancy and the final selection is generally made from these who indicate an interest. Therefore, it is recommended that the statement be changed to read "the availability of a qualified candidate does not preclude the career sub-group from circulating a vacancy notice;

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however, if it is circulated outside the sub-group it must be  
done on an Agency-wide basis."

/s/ Bruce T. Johnson

Bruce T. Johnson

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